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ABSTRACT

A survey of 33 academic libraries in Louisiana was conducted in the spring of 1983 to determine the techniques used during the 1981/82 academic year to impart bibliographic or library instruction to students and faculty. A total of 27 responses were received. It was found that all but five of the respondents had a library instruction program; the most frequently used instructional mode was a single lecture to classes, while other methods included guided and self-guided walking tours, slide/tape presentations, provision of library handbooks, term paper clinics, and point-of-use instruction. The most popular evaluation method for library instruction was student generated papers, with course tests a close second. This publication briefly summarizes survey methodology and results and presents a directory compiled from the responses given on the questionnaire. Each entry provides the name of the parent institution, the name and address of the library, the name and telephone number of a library contact person, an institutional profile, a description of the bibliographic instruction program, information on methods used to publicize the program, and other related information. A sample questionnaire and a subject index to the directory are also provided. (ESR)

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BIBLIOGRAPHIC INSTRUCTION PROGRAMS IN LOUISIANA ACADEMIC LIBRARIES

A DIRECTORY

Compiled by

Doris B. Dantin

Louisiana Library Association
1983

IR050477

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PREFACE

This directory is the end product of a survey conducted during the Spring of 1983 under the auspices of the Academic Section of the Louisiana Library Association, to determine the techniques being used by Louisiana academic librarians to impart bibliographic or library use instruction to students and faculty. Its purpose is to enable the user to determine how many library instruction programs there are in the state and the methods of instruction being used, as well as, to identify individuals who are actively involved in such programs.

Questionnaires were sent to the thirty-three academic libraries in Louisiana and twenty-seven of these responded. Two weeks after the deadline a follow-up letter and another copy of the questionnaire were mailed to the libraries from whom responses had not been received. No subsequent effort was made to contact libraries which did not respond to the second letter. A copy of the questionnaire is included in the appendix of this directory.

The directory was compiled from the responses given on the questionnaire and little attempt was made by the compiler to edit or interpret the information submitted except to change some of the wording to conform to a uniform style. For the most part, the material was transferred intact from the questionnaire to the directory. In some cases there are seeming inconsistencies in data; these have been retained on the theory that there is probably a logical reason for them and that the reader will be only slightly inconvenienced by including them.

The 1981/82 academic year was chosen as the reporting period on the assumption that statistics had already been compiled for that period for other purposes, and therefore, would be readily available. It was felt that administrators confronted with "another questionnaire" would be less prone to consign it to the wastebasket if the required statistics had been compiled previously and if the questions asked could be answered with either a check mark or a short answer. The multiple choice type instrument was utilized to insure ease of reply and a greater uniformity in response format. The "comments" section was included for clarification purposes and proved quite useful.

No attempt has been made to calculate percentages of libraries employing the different types of programs but some interesting observations are in order. Predictably all of the responding libraries except five have some sort of library use instruction program. Almost all of them have course-related instruction while only four reported having any involvement with couse-integrated instruction. Ten of the libraries have or are involved with a credit bearing bibliographic instruction course while six have or participate in a non credit bearing course. The most frequent instructional mode-the single lecture to classes or the "one night stand"-is used by twenty-two libraries while the least frequent-computer assisted instruction-is used by only one. Walking tours, both guided and self-guided, are frequently used orientation devices but a few libraries reported that they are using transparencies or slide/tape presentations as alternative tour methods. Ten libraries have library handbooks while fourteen have some sort of other printed guides--many of them have more than one type. Three libraries have had term paper clinics or expect to have one in the

near future. Only eleven libraries have point-of-use instruction utilizing either library generated or commercially published printed materials.

The most popular evaluation method is student generated papers with course tests a close second. Only six libraries reported having written objectives. Letters to deans, directors, faculty, etc., are the most popular publicity method although several libraries use a variety of publicity tactics. Sixteen libraries participate in some phase of the general college/university orientation program for freshmen and transfer students while nine have or participate in a faculty orientation/instruction program. Printed instructional materials are used more frequently in all of the programs than audiovisual ones.

The compiler wishes to thank all of the respondents who took the time to complete the questionnaire and thereby supply the data for the directory. It is hoped that each of them will find that it was time well-spent. In the cover letter the respondents were invited to submit samples of the materials being used in their library use instructional programs and several librarians graciously complied. Their willingness to share their publications with colleagues is most appreciated. Thanks are also due the members of the Academic Section of the Louisiana Library Association for their financial support in having this work published and to the administration of the Middleton Library, LSU-Baton Rouge, George Guidry, Jr., Director; D. W. Schneider, Associate Director; and Joyce C. Werner, Head of Reference Services for their advice and support during the preparation of the questionnaire and the compilation of the directory. Chris Thomas, Executive Director of LLA was an invaluable source of information on publication problems. Finally, a word of appreciation to Monica McGee, student assistant in the Library Orientation and Instruction Office, who had the unenviable job of unscrambling the work of the "world's worst typist' and typing the pages in camera-ready form for publication.

INTRODUCTION

The directory is arranged alphabetically by the name of the affiliated institution followed by the name and address of the library, and the name and telephone number of the contact person. In order to conserve space, the acronym BI (bibliographic instruction) was used where deemed appropriate. An "X" was used to indicate that the respondent had left that question blank on the questionnaire; the compiler did not assume that a blank meant "none" or "not applicable". Because of space considerations, under Instruction, Formal and Informal only the types being used by the respondent were listed instead of accounting for all possible types.

To eliminate differences in interpretation, the following definitions of terms were used on the questionnaire:

Program. Defined as the total formal effort expended to instruct patrons in the use of library materials and facilities.

Orientation. Defined as the process of acquainting patrons with the physical facilities and services of the library.

Instruction. Defined as imparting information to patrons on sources of information and how these sources can be used.

Formal.
Credit-bearing course.

Non credit-bearing course.

Informal.
Course-related instruction. Librarian provides instruction to the students in a particular course on the appropriate sources of information concerned with the subject matter of the course. Usually consists of one or two sessions.

Course-integrated instruction. Course is structured so that the library assignments are an integral part of the instruction. Course is often team-taught by library and academic faculty, and extends over most of the semester.

Workbooks. Instruction/orientation booklet used for self-paced learning.

Term paper clinics. Scheduled sessions held in the library and attended by students wanting to learn search strategy in order to find material for a library research project. Usually voluntary and may consist of one or two sessions.

Formal program of individual appointments. Librarian makes appointments with students to discuss search strategy for a particular assignment.

Point-of-use instruction. Detailed instructions placed near source of information explaining its use.

BOSSIER PARISH COMMUNITY COLLEGE
Bossier Parish Community College Library
Bossier City, LA 71010
Contact person: Virginia S. Bryan, Librarian
(318) 747-0618

INSTITUTIONAL PROFILE 1981/1982

Academic program: 2 year undergraduate
Support: Public
Enrollment: Undergraduate 1660
Size of faculty: 26 full-time, 37 part-time
Library collection size: 22,000 vols.
Number of branch libraries, special collections, reading rooms: X
Number giving BI: X
Size of professional staff: 1 full-time, 3 part-time
Number engaged in BI: None
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM

None

MISCELLANEOUS

Until recently the Bossier Parish Community College and Airline High School used the same library facilities and librarians. BPCC now has their own librarian and plans are underway to separate the two libraries. When this is completed new programs in library instruction will be undertaken.

CENTENARY COLLEGE
Magale Memorial Library
Shreveport, LA 71104
Contact person: James G. Volny, Director of Library Services,
(318) 869-5173

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Private
Enrollment: Undergraduate 1,000, graduate 100
Size of faculty: 70
Library collection size: 140,000 vols.
Number of branch libraries, special collections, reading rooms: 2
Number giving BI: None
Size of professional staff: 4
Number engaged in BI: 2 part-time
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: X
Managed by: X
Level and percentage of library patrons reached 1981/1982: X
Orientation 1981/1982
Tours? Yes. Guided-classes, 10 given
Coordinated sign system? X
Library handbook? Yes. Useful for all levels
Lectures to classes? Yes. Faculty initiated, given by reference staff member, 10 given
Printed guides? X
Instruction 1981/1982
Formal: X
Informal: Course-related. Faculty initiated.
No evaluation method used.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS

X

MISCELLANEOUS
No orientation program for faculty, transfer students or freshmen.

DELGADO COMMUNITY COLLEGE--WEST BANK
Delgado Community College Library
New Orleans, LA 70114
Contact person: Judith Cantwell, Librarian (504) 361-6434

INSTITUTIONAL PROFILE 1981/1982
Academic program: 2 year undergraduate
Support: Public
Enrollment: Undergraduate 1950
Size of faculty: 30
Library collection size: 3500 vols.
Number of branches, special collections, reading rooms: None
Size of professional staff: One
Number engaged in BI: None
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
None

MISCELLANEOUS
Bibliographic instruction is given here on an informal one-to-one basis. In addition, a "library lecture" is given upon the request of the teacher to approximately 5 classes of 30 students each per semester.

DILLARD UNIVERSITY
Will W. Alexander Library
New Orleans, LA 70122
Contact person: Dr. Carole Taylor, Director & Bibliographic Instructor;
Arthur H. Roberson, Public Service and Bibliographic
Instructor (504) 949-2123, ext. 255

INSTITUTIONAL PROFILE 1981/1982
Academic program: 4 year undergraduate
Support: Private
Enrollment: Undergraduate 1208
Size of faculty: 100
Library collection size: 122,201 vols.
Number of branch libraries, special collections, reading rooms: None
Number giving BI: X
Size of professional staff: 5
Number engaged in BI: 2
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within Reference Department.
Managed by: Director and Head of Reference
Level and percentage of library patrons reached 1981/1982: Freshmen 50%
Orientation 1981/1982
Tours? Yes. Guided--classes; self-guided tours using slide/tape
Coordinated sign system? X
Library handbook? X
Lectures to classes? Yes. Initiated by faculty & library faculty, given by reference staff member and Director of Library.
Printed guides? X
Instruction 1981/1982
Formal: Non-credit course. Taught cooperatively by faculty & library faculty, use slide/tape presentation, 12 sections, 120 students
Informal: Course-related. Initiated by faculty & library faculty. No evaluation methods used.
Term paper clinic. Initiated by Director and Reference Librarian.
Point-of-use. Library generated and commercially printed guides, slide/tape presentation used.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty handbook, letters to deans, directors, faculty.

MISCELLANEOUS
Special program for new faculty. Includes guided library tour, handouts, slide/tape program.

University-wide orientation program for transfer and freshman students includes an orientation book which discusses the library's purpose and how to use the card catalog, abstracts, and indexes.

GRAMBLING STATE UNIVERSITY
A. C. Lewis Memorial Library
Grambling, LA 71245
Contact person: Pauline Lee, Director (318) 247-6941, ext. 220

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Public
Enrollment: Undergraduate 8114, graduate 1846
Size of faculty: 207
Library collection size: 218, 992 vols.
Number of branch libraries, special collections, reading rooms: X
Number giving BI: None
Size of professional staff: 9
Number engaged in BI: 9 part-time
Size of support staff assigned to BI: 3 library assistants

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within public service
Managed by: Head of Reference, Coordinator of Bibliographic Instruction
Level and percentage of library patrons reached 1981/1982: Freshmen 100% sophomores 15%, juniors 10%, seniors 5%
Orientation 1981/1982
Tours? Yes. Guided-general public 3 given, classes 35 given; self-guided-use slide/tape presentation
Coordinated sign system? X
Library handbook? X
Lectures to classes? Yes. Initiated by library faculty, given by reference staff member & Coordinator of Library Instruction, 46 given
Printed guides? Yes. Leaflets
Instruction 1981/1982
Formal: None
Informal: Course-related.
Evaluation method used: Pre-test/post-test
Formal program of individual appointments. Graduate students 10, undergraduate 60.
Point-of-use. Printed-library generated.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Student newspaper articles, radio & TV announcements, letters to deans, directors, faculty

MISCELLANEOUS
Faculty/staff orientation session for new faculty. Bibliographic instruction is part of Basic Study Program for transfer students. Fresh- orientation program includes at least four BI sessions during semester

LOUISIANA COLLEGE
Richard W. Norton Memorial Library
Pineville, LA 71360
Contact person: Landrum Salley, Director (318) 487-7201

INSTITUTIONAL PROFILE 1981/1982
Academic program: 4 year undergraduate
Support: Private
Enrollment: Undergraduate 1277
Size of faculty: 67
Library collection size: 110,000 vols.
Number of branch libraries, special collections, reading rooms: X
Number giving BI: X
Size of professional staff: 4
Number engaged in BI: X
Number of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: X
Managed by: Director
Level and percentage of patrons reached 1981/1982: Freshmen 100%
Orientation 1981/1982
Tours? Yes. Guided-classes, 10 given
Coordinated sign system? X
Library handbook? Yes. Faculty & student
Lectures to classes? Yes. Initiated by faculty, given by reference staff member, 15 given.
Printed guides? X
Instruction 1981/1982
Formal: Non-credit course. Taught by library faculty, 10 sections, 300 students. Formal lectures.
Written objectives? No
Evaluation methods employed: X
Informal: X

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
X

MISCELLANEOUS
Participate in new faculty and freshman orientation . Teach a unit in English 100 required of all freshmen.

LOUISIANA STATE UNIVERSITY
Troy H. Middleton Library
Baton Rouge, LA 70803
Contact person: Joyce C. Werner, Head, Reference Services, (504) 388-8264 or Doris B. Dantin, Coordinator, Library Orientation and Instruction, (504) 388-2629.

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Public
Enrollment: Undergraduate 24,050, graduate 4523
Size of faculty: 1547
Library collection size: 1,700,000 vols.
Number of branch libraries, special collections, reading rooms: 10
Number giving BI: 3
Size of professional staff: 51
Number giving BI: 10 part-time (approximate)
Note: Three of the part-time professional staff spend more than 50% of their time with the credit course; other staff either rotate in teaching the course or give individual BI lectures in other courses.
Number of support staff assigned to BI: 2 students

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within Central Reference Dept.
Managed by: Head, Reference Services; Coordinator of Library Instruction (responsible for credit course)
Level and percentage of library patrons reached 1981/1982: Unavailable
Orientation 1981/1982
Tours? Yes. Guided-general public; self-guided tours-general public, class assignment; other tour method-classroom presentation using overhead projector.
Coordinated sign system? No
Library handbook? No
Lectures to classes? Yes. Faculty initiated, given by reference staff.
Printed guides? Yes. Bookmarks, leaflets, brochures, maps, bibliographies
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method used, required by 7 curricula, 41 sections taught, 907 students.
Written objectives? Yes
Evaluation methods employed: Student generated papers, student course evaluation forms, course tests, pre-test/post-test.
Informal: Course-related. Faculty & library faculty initiated.
Point-of-use. Library generated and commercially printed guides.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty handbook, faculty news media, student newspaper articles, posters in library and on campus, letters to deans, directors, faculty & counselors.

MISCELLANEOUS
Participate in university-wide orientation for new faculty and transfer students. Information packets sent to new faculty.

LOUISIANA STATE UNIVERSITY - ALEXANDRIA
James C. Bolton Library
Alexandria, LA 71301
Contact person: Ada D. Jared, Head Librarian, (318) 473-6437

INSTITUTIONAL PROFILE 1981/1982
Academic program: 2 year undergraduate
Support: Public
Enrollment: Undergraduate 1529
Size of faculty: 96
Library collection size: 115,023 vols.
Number of branch libraries, special collections, reading rooms: None
Number giving BI: None
Size of professional staff: 7
Number engaged in BI: 4 part-time
Size of support staff assigned to BI: 1 clerical

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within library, financed separately but staffed by library faculty
Managed by: Head Librarian
Level and percentage of patrons reached 1981/1982: Freshmen 70%, sophomores 28%, juniors 2%
Orientation 1981/1982
Tours? Yes. Guided-general public, 7 given, classes, 24 given
Coordinated sign system? X
Library handbook? X
Lectures to classes? Yes. Initiated by faculty, given by reference staff member, Coordinator of Library Instruction, varies according to faculty preference
Printed guides? Yes. Leaflets
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method, slide/tape presentation
Written objectives? X
Evaluation methods employed: Student generated papers, student course evaluation forms, course tests, pre-test/post-test
Informal: Course related. Initiated by faculty
Evaluation method used: Feedback from instructor
Point-of-use. Library generated and commerically published guides. Also posters & leaflets.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
X

MISCELLANEOUS
New faculty program given sporadically. Freshmen orientation program conducted by Student Affairs.

LOUISIANA STATE UNIVERSITY - EUNICE
Arnold LeDoux Library
Eunice, LA 70535
Contact person: James L. Forester, Librarian & Associate Professor
(318) 457-7311, ext. 38

INSTITUTIONAL PROFILE 1981/1982
Academic program: 2 year undergraduate
Support: Public
Enrollment: Undergraduate 1660
Size of faculty: 70
Library collection size: 85,000 vols. and 70,000 docs.
Number of branch libraries, special collections, reading rooms: 2
Number giving BI: None
Size of professional staff: 5
Number engaged in BI: 5 part-time
Size of support staff assigned to BI: 4 clericals, 3 students

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Books and libraries course is under the Division of Liberal Arts but is taught by library faculty.
Managed by: Library faculty
Level and percentage of library patrons reached: Freshmen 5%
Orientation 1981/1982
Tours? Yes. Guided--general public, approx. 20 given, classes, 2 given
Coordinated sign system? No
Library handbook? No. Library section in student and faculty handbooks.
Lectures to classes? Yes. Faculty initiated, given by reference staff member, 3 given 1981/1982
Printed guides? X
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method used, not required by any curricula, 2 sections, 50 students.
Written objectives? Yes
Evaluation methods employed: Student generated papers, student course evaluation form, course tests.
Non credit bearing course. Taught by library faculty, lecture method used, required as part of Developmental Course.
Written objectives? Yes
Evaluation method employed: Student generated papers, course tests
Informal: Course-related. Initiated by faculty
Evaluation method employed: None

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
X

MISCELLANEOUS
General orientation recently revised. Library portion dropped.

LOUISIANA STATE UNIVERSITY--SHREVEPORT
Louisiana State University in Shreveport Library
Shreveport, LA 71115
Contact person: Richard L. Colquette, Assistant Director, (318) 797-5072

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Public
Enrollment: Undergraduate 3731, graduate 445
Size of faculty: 123
Library collection size: 141,000 vols.
Number of branch libraries, special collections, reading rooms: None
Number giving BI: X
Size of professional staff: 8
Number engaged in BI: X
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
None

MISCELLANEOUS
Most freshman English section instructors bring their classes to the Library for an orientation both to the facility, its organization and operation, and to the specific library materials to be used by the classes. These instructional tours are conducted by professional library staff members. Other classes, on both the undergraduate and graduate levels are brought to the library for similar tours. Faculty, especially new members, have been invited to specially arranged Library familiarization tours. The Director, assisted by other professional staff, has been responsible for these tours.
During 1981/1982, 32 orientation tours given to 656 students plus informal tours given to 314 visitors by reference personnel. During the same period, the Archives hosted 24 classes & community groups for lecture/tours and the Documents Dept recorded 13 tours for LSU-S classes, faculty and other groups

LOUISIANA TECH UNIVERSITY
Prescott Memorial Library
Ruston, LA 71270
Contact person: Martha Stinson, Office of Director (318) 257-2577; Lynell Orren, Reference Librarian, (318) 257-4357

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Public
Enrollment: Undergraduate 9229, graduate 1595
Size of faculty: 400
Library collection size: 261,297 vols.
Number of branch libraries, special collections, reading rooms: None
Number giving BI: None
Size of professional staff: 15
Number engaged in BI: 6 part-time
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within another dept.
Managed by: Members of reference staff
Level and percentage of library patrons reached 1981/1982: Freshmen 90%
Note: Most instruction is through English 1002 & subject-related orientation classes, e.g. life sciences & engineering.
Orientation 1981/1982
Tours? Yes. Guided-general public 1 given, classes 67 given
Coordinated sign system? No
Library handbook? X
Lectures to classes? Yes. Initiated by faculty & library faculty, given by reference staff member and subject specialist. 15 given
Printed guides? Leaflets, brochures
Instruction 1981/1982
Formal: X
Informal: Course-related. Initiated by library faculty. No evaluation methods used.
Point-of-use. Commercially published

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty handbook

MISCELLANEOUS
No new faculty or freshman orientation programs given

LOYOLA UNIVERSITY
Loyola Library
New Orleans, LA 70118
Contact person: Maxine Snow, Reference Librarian (504) 865-3329

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Private
Enrollment: Undergraduate 3506, graduate 619, law 675
Size of faculty: 330
Library collection size: 311,400 books, 130,975 other materials
Number of branch libraries, special collections, reading rooms: 3
Number giving BI: 2
Size of professional staff: 10
Number engaged in BI: 4 part-time
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within reference
Managed by: Reference Librarian & Head of Reference Dept.
Level and percentage of library patrons reached 1981/1982: Freshmen 50% upperclassmen 50%
Orientation 1981/1982
Tours? Yes. Guided-general public 5 given, classes 14 given
Coordinated sign system? X
Library handbook? X
Lectures to classes? Yes. Initiated by faculty, given by reference staff member. 50 given
Printed guides? Yes. Bookmarks, library guides to all freshmen
Instruction 1981/1982
Formal: X
Informal: Course-related. Initiated by faculty. No evaluation method used.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty news media, letters to deans, directors, faculty, informal contact

MISCELLANEOUS
Library included in tour of campus; library lectures given to freshmen at beginning of semester.

MCNEESE STATE UNIVERSITY
Lether E. Frazar Memorial Library
Lake Charles, LA 70609
Contact person: Alan Harms, Public Services Librarian (318) 477-2520, ext. 270

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, specialist
Support: Public
Enrollment: Undergraduate 5600, graduate 1900
Size of faculty: X
Library collection size: 270,000 vols.
Number of branch libraries, special collections, reading rooms: 3
Number giving BI: None
Size of professional staff: 12
Number engaged in BI: 6 part-time. All public service librarians may be called on to conduct classes
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: All public service units involved.
Managed by: Public Services Librarian
Level and percentage of library patrons reached 1981/1982: Classes are mixed and no distributions are available.
Orientation 1981/1982
Tours? Yes. Guided-classes, 20 given
Coordinated sign system? No
Library handbook? X
Lectures to classes? Yes. Initiated by faculty, given by reference staff member, 54 given.
Note: Lectures involve ½ instruction & ½ hands-on use of materials
Printed guides? Yes. Bookmarks, brochures
Instruction 1981/1982
Formal: None
Informal: Course-related. Initiated by faculty & library faculty.
Note: Faculty in classes other than English 1002 generally initiate instruction request. Some English 1002 ask while others respond after a note from library faculty.
No method of evaluation
Point-of-use. Library generated and commercially published printed materials

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Letters to deans, directors, faculty. Gain more English 1002 faculty each semester

MISCELLANEOUS
New faculty invited to library orientation program shortly after they begin work. Library has brief orientation time as part of Freshman Orientation 1001 class (1 credit hour)

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
John T. Christian Library
New Orleans, LA 70126
Contact person: Dr. Paul Gericke, Director of the Library, (504) 282-4455

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Private
Enrollment: Undergraduate 1500, graduate 444
Size of faculty: 74
Library collection size: 159,343 vols.
Number of branch libraries, special collections, reading rooms: None
Number giving BI: None
Size of professional staff: 4
Number engaged in BI: None
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
None

NICHOLLS STATE UNIVERSITY
Allen J. Ellender Memorial Library
Thibodaux, LA 70301
Contact person: D. B. Howell, Associate Director, Public Services
(504) 446-8111 ext.315

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, specialists
Support: Public
Enrollment: Undergraduate 5316/5331, graduate 904/1362
Size of faculty: 246
Library collection size: 250,000 vols.
Number of branch libraries, special collections, reading rooms: 7
Number giving BI: None
Size of professional staff: 15
Number engaged in BI: 17
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Work with Student Development Division
Managed by: Associate Director
Level and percentage of library patrons reached 1981/1982: Freshmen 100%, transfer students % not given
Orientation 1981/1982
Tours? Yes. Guided-general public, 7 given, classes 6 given
Coordinated sign system? X
Library handbook? Yes. Student use only
Lectures to classes? Yes. Initiated by library faculty, given by reference staff members, 68 given.
Printed guides? Yes. Instructional and assignment handouts given to orientation classes
Instruction 1981/1982
Formal: Non-credit bearing course. Student Development Program in Freshman Division. Taught by library faculty, 68 sections, 1020 students, formal lectures
Written objectives? Yes
Evaluation methods employed: Course tests
Informal: Course-related. Initiated by library faculty.
Special instruction to nursing students and graduate students, and in research methods in education & business administration.
No evaluation method used.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
X

MISCELLANEOUS:
Program for transfer student is combined with freshman program. Library orientation program is part of general university orientation program.

NORTHEAST LOUISIANA UNIVERSITY
Sandel Library
Monroe, LA 71203
Contact person: Dinah H. Williams, Reference Librarian (318) 342-2195

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Public
Enrollment: Undergraduate 9272, graduate 2028
Size of faculty: 453
Library collection size: 751,582 vols.
Number of branch libraries, special collections, reading rooms: X
Number giving BI: X
Size of professional staff: 12
Number engaged in BI: 6 part-time
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within reference
Managed by : Subject specialist in charge of department in which course is taught
Level and percentage of library patron reached 1981/1982: X
Orientation 1981/1982
Tours? Yes. Guided-general public, 8 given, classes, 85 given
Coordinated sign system? X
Library handbook? X
Lectures to classes? Yes. Initiated by faculty, lectures by reference staff member, 93 given
Printed guides? Yes. Brochures, maps, bibliographies
Instruction 1981/9182
Formal: One credit hour course. Taught by library faculty, self-paced, computer-assisted (started 1983, 15 students)
Written objectives? X
Evaluation methods employed: Post-test
Non-credit course. Usually taught by library faculty, sometimes faculty member conducts class in library. Instruction given to English, education, nursing, home economics, speech & journalism students. Lecture/activity method (self-paced) Also use programmed instruction - computer-assisted and printed guides. 93 sections
Written objectives? No
Evaluation methods employed: Post-test, course-related library activity
Informal: Course-related. Initiated by faculty.
Evaluation method employed: Librarian or faculty member sometimes prepare "follow-up" activities
Course-integrated. Initiated by faculty from English & Developmental Education
Evaluation method employed: Teacher-made for English, computer-assisted for Developmental Education.
Individual appointments program. Graduate 841, undergraduate 25 (Usually students desiring computer searches rather than manual searches)
Evaluation method employed: Computer search evaluation form

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Letters to deans, directors, faculty

NORTHWESTERN STATE UNIVERSITY
Eugene P. Watson Memorial Library
Natchitoches, LA 71457
Contact person: Abbie Landry, Reference Librarian (318) 357-4574

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Public
Enrollment: Undergraduate 3139, graduate 2025
Size of faculty: 250
Library collection size: X
Number of branch libraries, special collections, reading rooms: 1
Number giving BI: 1(NSU Nursing Library Shreveport)
Size of professional staff: 11
Number engaged in BI: 2 part-time
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within reference
Managed by: Library works with the General Orientation people but the Coordinator of Bibliographic Instruction has the responsibility for the conduct and content of the library portion
Level and percentage of library patrons reached 1981/1982: Freshmen 85%, sophomores 5%, juniors 5%, seniors 5%. Formal program is aimed at freshmen and is a graduation requirement.
Orientation 1981/1982
Tours? Yes. Guided-general 55 given, classes 65 given
Coordinated sign system? No
Library handbook? Yes. Useful for all levels
Lectures to classes? Yes. Initiated by faculty, given by reference staff member. 65 given
Printed guides? None
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method, 45 sections, 1200 students
Written objectives? Yes
Evaluation methods employed: Course test
Informal: Course-related. Initiated by faculty. Several areas - home economics, business, education, history, English- both graduate & undergraduate have one class session in library to acquaint students with library materials. A reference librarian conducts session. This is the main form of orientation at NSU-Shreveport Library
Evaluation method employed: None
Workbooks. Required as part of orientation program
Evaluation methods employed: Workbooks are graded & test is given on material.
Formal program of individual appointments. Only for computer searches, not other BI.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Since general orientation is required, no publicity is needed. Faculty members who want library lectures for their classes contact the reference librarians individually.

MISCELLANEOUS
Orientation course is required for transfer students as well as freshmen.
Library orientation is one half of the university orientation program.

NOTRE DAME SEMINARY
Notre Dame Seminary Library
New Orleans, LA 70118
Contact person: Rev. Robert J. Stahl, Librarian, (504) 866-5656

INSTITUTIONAL PROFILE 1981/1982
Academic program: Masters
Support: Private
Enrollment: graduate 95
Size of faculty: 18
Library collection size: 80,000 vols.
Number of branch libraries, special collections, reading rooms: X
Number giving BI: X
Size of professional staff: 2
Number engaged in BI: X
Size of support staff assigned to BI: 16 students

BIBLIOGRAPHIC INSTRUCTION PROGRAM
None

MISCELLANEOUS
Masters only in theology

ST. BERNARD PARISH COMMUNITY COLLEGE
St. Bernard Community College Library
Chalmette, LA 70043
Contact person: Genevieve S. Wheeler, Chief Library Administrator, (504) 277-1142

INSTITUTIONAL PROFILE 1981/1982
Academic program: 2 year undergraduate
Support: Public
Enrollment: Undergraduate 500, other 500
Size of faculty: 10 full-time, 20 part-time
Library collection size: 30,000 vols.
Number of branch libraries, special collections, reading rooms: None
Number engaged in BI: X
Size of professional staff: 3
Number engaged in BI: X
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: X
Managed by: Director
Level and percentage of patrons reached 1981/1982: Freshmen 70%, sophomores 30%
Orientation 1981/1982
Tours? Yes. Guided-general public, classes; self-guided tours using slide/tape
Coordinated sign system? No
Library handbook? Yes. Useful for all levels
Lectures to classes? X
Printed guides? X
Instruction 1981/1982
Formal: Non-credit bearing course. Taught by library faculty, lecture method and a tour of facility. Required by English & history, 5 sections, 120 students.
Written objectives? Yes
Evaluation methods employed: Student generated papers, student course evaluation forms, pre-test/post-test
Informal: Course-related. Initiated by faculty and library faculty.
Evaluation methods employed: Student questionnaire & success of assignment
Course-integrated. Initiated by faculty & library faculty
Evaluation methods employed: Student evaluation by observation by instructor of students' progress in the completion & accuracy of assignments.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAM
Faculty news media, student newspaper articles, posters in library or on campus. Newsletter from administrator's office is best publicity.

MISCELLANEOUS
Freshman orientation program is part of general orientation program. Use slide/tape presentation with question/answer session. Plan to include tour next year (1983/84)

SAINT JOSEPH SEMINARY COLLEGE
Pere Rouquette Library
St. Benedict, LA 70457
Contact person: Fr. Timothy J. Burnett, O.S.B. (504) 892-1800

INSTITUTIONAL PROFILE 1981/1982
X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Under Director of Library
Managed by: Director of Library
Level and percentage of library patrons reached 1981/1982: Freshmen 100%
Orientation 1981/1982
Tours? Yes. Guided-general public 3 given, classes 1 given
Coordinated sign system? No
Library handbook? Yes. Student use only
Lectures to classes? Yes. Initiated by faculty, given by Director of Library
Printed guides? X
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method and printed programmed instruction, 1 section, 98 students
Written objectives? Yes
Evaluation methods employed: Student generated papers, course tests
Informal: Course-related. Initiated by student
Point-of-use. Printed, library generated. Moderately effective.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
X

MISCELLANEOUS
Freshmen and transfer students required to take orientation course.
Library instruction is part of the program

SOUTHEASTERN LOUISIANA UNIVERSITY
Linus A. Sims Memorial Library
Hammond, LA 70402
Contact person: Lanny Greaves, Library Director (504) 549-2234

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Public
Enrollment: Undergraduate 7500, graduate 1500
Size of faculty: 310
Library collection size: 240,000 vols.
Number of branch libraries, special collections, reading rooms: 2
Number giving BI: None
Size of professional staff: 8
Number engaged in BI: 1 full-time
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Separate dept.
Managed by: Director
Level and percentage of library patrons reached 1981/1982: Freshmen 20%, sophomores 20%, juniors 5%, seniors 5%
Orientation 1981/1982
Tours? Yes. Guided--classes, 31 given
Coordinated sign system? No
Library handbook? X
Lectures to classes? Yes. Initiated by faculty, given by reference staff members, 25 given.
Printed guides? Yes. Bibliographies
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method, required for approximately 25 curricula, 31 sections, approximately 600 students
Written objectives? Yes
Evaluation methods employed: Student generated papers, student course evaluation forms
Informal: Course-related. Initiated by faculty.
No method of evaluation.

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
X

MISCELLANEOUS
SLU has a formal orientation program for freshmen attempting to explain campus life, study habits, etc. Program touches on the library.

SOUTHERN UNIVERSITY
Southern University Library
Baton Rouge, LA 70813
Contact person: Georgia W. Brown, Director of Libraries (504) 771-4990

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Public
Enrollment: Undergraduate 7451/7154, graduate 1154/1101
Size of faculty: 547
Library collection size: 391,705 vols.
Number of branch libraries, special collections, reading rooms: 8
Number giving BI: X
Size of professional staff: 20
Number engaged in BI: X
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Separate dept.
Managed by: Coordinator of Readers' Services
Level and percentage of library patrons reached 1981/1982: Freshmen 97%, graduate students 15%, community users (mainly elementary & high school students) 25%
Orientation 1981/1982
Tours? Yes. Guided-classes
Coordinated sign system? X
Library handbook? Yes. Useful for all levels
Lectures to classes? Yes. Initiated by faculty, given by subject specialist, reference staff member, 180 given
Printed guides? Yes. Bookmarks, leaflets
Instruction 1981/1982
Formal: BI courses in psychology, education, English. Taught by library faculty, lecture method, required
Written objectives? No
Evaluation methods employed: Term projects or term papers are assigned and evaluated by the teachers. The Readers' Services librarians give bibliographic instruction on literature that is pertinent to the subject area
Informal: Course-related. Initiated by library faculty and faculty
Formal program of individual appointments.
Graduate 80, undergraduate 110

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Student newspaper articles.

MISCELLANEOUS
New faculty are offered library tours and conferences at the beginning of each semester. Freshmen counselors and English teachers invite the librarians to lecture on the use of the library.

SOUTHERN UNIVERSITY--SHREVEPORT
Southern University Library
Shreveport, LA 71107
Contact person: Orella Brazile, Librarian (?18) 674-3401

INSTITUTIONAL PROFILE 1981/1982
Academic program: 2 year undergraduate
Support: Public
Enrollment: Undergraduate 700
Size of faculty: 42
Library collection size: 32,000 vols.
Number of branch libraries, special collections, reading rooms: 3
Number giving BI: None
Size of professional staff: 4
Number engaged in BI: 2 full-time, 1 part-time
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Cooperative effort among director, reference, and cataloging librarians
Managed by: Director
Level and percentage of library patrons reached 1981/1982: Freshmen 95%, sophomores 4%, faculty 1%
Orientation 1981/1982
Tours? Yes. Guided-general public, approximately 20 given, classes 68 given; self-guided-general public 2 given, class assignment 10 given. Use printed guides.
Coordinated sign system? X
Library handbook? Yes. Useful for all levels
Lectures to classes? Yes. Initiated by library faculty, lectures given by combination of library staff members
Printed guides? Yes. Bookmarks, leaflets, brochures
Instruction 1981/1982
Formal: X
Informal: Course-related. Initiated by the faculty
Course-integrated. Initiated by combination of faculty and library faculty for Freshman Studies curriculum. Evaluation methods employed: Library diagnostic test, both pre-test & post-test used.
Workbooks. Library modules designed but not yet implemented.
Term paper clinic. Inititated by faculty of High School and Upward Bound programs seeking research strategies. Usually a summer program.
Formal program of individual appointments. Appointments are not made but Reference Department complies with requests for assistance with research papers
Point-of-use. Library generated printed material

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty news media

MISCELLANEOUS
Four sessions of the Freshman Seminar class are designed for library orientation. Those sessions are reinforced in the English and reading classes.

TULANE UNIVERSITY
Howard-Tilton Memorial Library
New Orleans, LA 70118
Contact person: Dorothy L. Hagedorn, Associate University Librarian
(504) 865-5131

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Private
Enrollment: Undergraduate 9018, graduate 1901
Size of faculty: 879
Library collection size: 1,418,222 vols.
Number of branch libraries, special collections, reading rooms: 5
Number giving BI: None
Size of professional staff: 31
Number engaged in BI: 5 part-time
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within Reference Dept.
Managed by: Head of Reference Dept.
Level and percentage of library patrons reached 1981/1982: Freshmen 15%, seniors 2%, graduate students 10%, new library staff 15%
Orientation 1981/1982
Tours? Yes. Guided-classes, 20 given; self-guided-class assignment, use printed guides.
Coordinated sign system? No
Library handbook? Yes. Being revised.
Lectures to classes? Yes. Initiated by faculty, given by reference staff member or subject specialist, 20 given.
Printed guides? Yes. Maps, schedule of library hours & location of classification systems.
Instruction 1981/1982
Formal: None
Informal: Course-related. Initiated by faculty.
No evaluation method used

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
None

MISCELLANEOUS
Group tours for freshmen are part of general University orientation.
Tours for new faculty upon request.

UNIVERSITY OF NEW ORLEANS
Earl K. Long Library
New Orleans, LA 70122
Contact person: David A. Dillon, Associate Librarian (504) 286-6555

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Public
Enrollment: Undergraduate 13,400, graduate 2500, other 32,000
Size of faculty: 725
Library collection size: 960,450 vols. (including periodicals, microforms)
Number of branch libraries, special collections, reading rooms: None
Number giving BI: X
Size of professional staff: 42
Number engaged in BI: 1 full-time
Size of support staff assigned to BI: X

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Separate department
Managed by: Director, Coordinator of Bibliographic Instruction
Level and percentage of library patrons reached 1981/1982: X
Orientation 1981/1982
Tours? Yes. Guided-general public, classes; self-guided-use slide/tape presentation
Coordinated sign system? Yes
Library handbook? Yes. Useful for all levels
Lectures to classes? Yes. Initiated by faculty, given by reference staff, Coordinator of Library Instruction, subject specialists
Printed guides? Yes. Bookmarks, leaflets, brochures, maps.
Instruction 1981/1982
Formal: One credit hour. Taught by library faculty, lecture method.
5 section, elective
Written objectives? X
Evaluation methods employed: Student generated papers, pre-test/post-test
Informal: Course-related. Initiated by faculty & library faculty.
Evaluation method employed: Student discussion
Point-of-use. Printed, library generated

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty news media, student newspaper articles, posters in library or on campus, letters to deans, directors, faculty.

MISCELLANEOUS
Have freshman orientation program which is separate from general university orientation program

UNIVERSITY OF SOUTHWESTERN LOUISIANA
Dupre Library
Lafayette, LA 70504
Contact person: Barbara Flynn, Head, Reference Services (318) 231-6036

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters, doctoral
Support: Public
Enrollment: Undergraduate 13,128, graduate 2365
Size of faculty: 646
Library collection size: 500,000 vols.
Number of branch libraries, special collections, reading rooms: 2
Number giving BI: None
Size of professional staff: 14
Number engaged in BI: 5 part-time
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within reference
Managed by: Head of Reference Services
Level and percentage of library patrons reached 1981/1982: Freshmen 100%
Orientation 1981/1982
Tours? Yes. Guided-classes
Coordinated sign system? No
Library handbook? X
Lectures to classes? Yes. Faculty initiated, reference staff gives lectures
Printed guides? Yes. Brochures
Instruction 1981/1982
Formal: One credit hour course. Taught by library faculty, lecture method, required by one curriculum, 4 sections
Written objectives? No
Evaluation method employed: Student generated papers, course tests
Informal: Course-related. Faculty initiated, no evaluation method
Point-of-use. Printed, library generated.
Effectiveness varies

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
Faculty handbook, faculty news media

MISCELLANEOUS
Library freshmen orientation program is part of general university orientation program and is required of all freshmen.

XAVIER UNIVERSITY
Xavier University Library
New Orleans, LA 70125
Contact person: Mary Frances McCallum, Reference Librarian (504) 486-7411, ext. 306

INSTITUTIONAL PROFILE 1981/1982
Academic program: Undergraduate, masters
Support: Private
Enrollment: Undergraduate 1700, graduate 200
Size of faculty: 130
Library collection size: 100,000 vols.
Number of branch libraries, special collections, reading rooms: 2
Number giving BI: 1
Size of professional staff: 7
Number engaged in BI: 1 full-time, 3 part-time
Size of support staff assigned to BI: None

BIBLIOGRAPHIC INSTRUCTION PROGRAM
Administration of program: Unit within reference
Managed by: Head of Reference Department
Level and percentage of library patrons reached 1981/1982: Freshmen 35%, sophomores 30%, juniors 20%, seniors 10%, graduate students 25%
Orientation 1981/1982
Tours? Yes. Guided-classes, 30 given; self-guided-printed guides, slide/tape presentation
Coordinated sign system? No
Library handbook? X
Lectures to classes? Yes. Faculty initiated, given by reference staff member. 8 given
Printed guides? X
Instruction 1981/1982
Formal: None
Informal: Course-related. Faculty initiated. No evaluation method.
Course-integrated. Certain faculty do this but is not a formal program
Term paper clinic. Planning to begin program soon
Formal program of individual appointments. Yes

METHODS OF PUBLICIZING BIBLIOGRAPHIC INSTRUCTION PROGRAMS
None

MISCELLANEOUS
Slide/tape presentation for library orientation is part of university orientation program

BIBLIOGRAPHIC INSTRUCTION SURVEY

The data collected by means of this questionnaire will be published by the Academic Section of LLA in a directory of bibliographic instruction programs in Louisiana academic libraries. Please check items which apply to your bibliographic instruction program. Items which do not apply to your situation should be marked NA (not applicable) instead of leaving a blank. Notice that after each section, where applicable, provision has been made for comments. Use the back of the sheet if necessary. If you have branch libraries, or departments within the main library which give bibliographic instruction apart from your primary program, please make a copy of this questionnaire for them to fill out separately. Or if you will notify me, I will supply them with a copy.

I. Introduction
Name of respondent, title, and telephone number_____

_____
Name of affiliated institution_____
Name of library_____
Contact person, title, and telephone number if different from name of respondent_____

_____

II. Do you have a bibliographic instruction program? Yes_____No_____ If no, please complete number III and return form with any comments you care to make.

III. Institutional profile. Check the items which best describe your institution.
Program: Two year only_____ Four year undergraduate only_____
Undergraduate & masters_____ Undergraduate, masters, and doctoral level_____ Other_____ Specify area_____

Support: Private_____ Public_____

Enrollment: 1981/82: Undergraduate_____ Graduate_____ Other_____
Size of faculty 1981/82_____
Size and structure of library system:
Approximate number of volumes as of 1981/82_____
Number of branch libraries, special collections, and reading rooms_____
How many of them give bibliographic instruction in addition to your primary program?_____ List them_____

_____
Size of professional staff_____
Number engaged in full-time bibliographic instruction_____Part-time_____
Size of support staff assigned to bibliographic instruction either full or part-time. Clerical staff_____Library assistants_____Student_____
Comments:

IV Program. Defined as the total formal effort expended to instruct patrons in the use of library materials and facilities.
Toward whom is your program directed and the approximate percentage of each of these that you reach? Freshmen-%o reached_____Sophomores-%o _____ Juniors-%o_____Seniors-%o_____Graduate students-%o_____Faculty-%o_____Staff-%o_____Community users-%o_____Other_____Explain_____

_____

Do you have a special program for new faculty? No___ Yes___ If yes, explain _____

Do you have a special program for transfer students? No___ Yes___ If yes, explain _____

Do you have a freshman orientation program? No___ Yes___ If yes, explain _____

Is your program a part of the general college/university orientation program? No___ Yes___ If yes, explain _____

Comments:

V. Administration of program. Check the items which best describe your situation.

Separate department_____Unit within another dept. (e.g. unit within reference, public service dept., etc.)_____

Other_____Explain_____

Who is responsible for the actual management of the program?

Director or associate director_____Head of reference_____

Coordinator of bibliographic instruction_____Combination of two or more___

Explain_____

Other_____Explain_____

Comments:

VI. Kinds of programs. Check items which best describe your program.

Orientation. Defined as the process of acquainting patrons with the physical facilities and services of the library.

Methods used. Check one or more.

Guided tours: General public____Total given 1981/82_____

Classes____Number of classes 1981/82_____

Self-guided tours: General public____Class assignment_____

Media used for self-guided tours: Printed guides____Slide/tape____

Video tape____Other (specify)_____

Other tour methods____Explain_____

_____

Coordinated sign system: Yes_____ No_____

Library handbook: Student use only____Faculty only____Useful for all levels____

Lectures to classes. Yes_____ No_____ If yes, who initiates lectures?

Faculty____Library faculty____Who gives lectures? Reference staff member____Coordinator of library instruction____Subject specialist_____

Other____Specify_____

Approximately how many lectures were given in 1981/82 ?_____

Printed guides such as: Bookmarks____Leaflets____Brochures____Maps_____

Other (specify kinds)_____

Comments:

Instruction. Defined as imparting information to patrons on sources of information and how these sources can be used.

Formal: Credit-bearing course(s). Indicate whether undergraduate or graduate by circling one of the two choices. If you have both levels, label each answer either U for undergraduate and G for graduate.

General or subject areas in which bibliographic instruction courses are given

_____

Number of credit hours_____ Taught by whom? Library faculty_____ Faculty_____ Cooperatively by library faculty and faculty_____Other_____Explain_____
_____Number of sections taught 1981/82_____Total enrollment 1981/82_____Do you have written objectives? Yes_____No_____
Method of instruction: Formal class lectures_____Self-paced_____If self-paced explain method used_____
Programmed instruction: Computer-assisted_____Printed_____Video tape_____ Slide/tape____Other_____Explain_____
For how many curricula is bibliographic instruction required?_____
Please list them_____
Evaluation methods used: Student generated papers (e.g. problems, term projects, etc.)_____Student course evaluation forms_____
Tests: Course tests____Pre-test/post-test____Other____Explain_____
Comments:

Formal. Non credit-bearing course(s). Indicate whether undergraduate or graduate by circling one of the two choices. If you have both levels, label each answer either U for undergraduate or G for graduate.

General or subject areas in which bibliographic instruction courses are given

_____

Taught by whom? Library faculty_____Faculty_____Cooperatively by library faculty and faculty_____Other_____Explain_____
Number of sections taught 1981/82_____Total enrollment 1981/82_____
Do you have written objectives? Yes_____No_____
Method of instruction: Formal class lectures_____Self-paced_____If self-paced explain method used_____
Programmed instruction: Computer-assisted_____Printed_____Video tape_____
Slide/tape_____Other_____Explain_____
For how many curricula is bibliographic instruction required?_____
Please list them_____
Evaluation methods used: Student generated papers (e.g. problems, term projects, etc.)_____Student-course evaluation forms_____
Tests: Course tests_____Pre-test/post-test____Other____Explain_____
Comments:

Informal instruction. Course-related instruction
Librarian provides instruction to the students in a particular course on the appropriate sources of information concerned with the subject matter of the course. Usually consists of one or two sessions. Who initiated the program?
Faculty_____Library faculty_____Other_____Specify_____
Do you have any method of evaluation? No_____Yes_____Explain_____
Comments:

Course-integrated instruction. Course is structured so that the library assignments are an integral part of the instruction. Course is often team-taught by library and academic faculty, and extends over most of the semester.
Who initiated the program? Faculty____From which curriculum?_____
Library faculty____Other____Specify_____
Do you have any method of evaluation? No___Yes___Explain_____
Comments:

Workbooks. Instruction/orientation booklet used for self-paced learning.
Course-related____Specify course/courses_____
Required as part of a college/university-wide orientation program?_____
Other____Explain_____
Do you have any method of evaluation? No____Yes____Explain_____
_____
Comments:

Term paper clinics. Scheduled sessions held in the library and attended by students wanting to learn search strategy in order to find material for a library research project. Usually voluntary and may consist of one or two sessions.
Who initiated the program? Reference librarian____Director or associate director____Other public service librarian____Other____Specify_____
Do you have any method of evaluation? No____Yes____Explain_____
_____
Comments:

Formal program of individual appointments. Librarian makes appointments with students to discuss search strategy for a particular assignment.
Graduate students____Approx. number 1981/82_____ Undergraduate students _____ Approx. number 1981/82_____ Do you have any method of evaluation?
No____Yes____Explain_____
Comments:

Point-of-use instruction. Detailed instructions placed near source of information explaining its use.
Printed____Library generated____Commercially published____
Audiovisual: Slide/tape____Video tape____Other (specify kinds)_____
Evaluation of effectiveness:

VII. Methods of publicizing library instruction programs.
Faculty handbook_____Faculty news media (e.g. newsletter,"for your information", etc.)____Student newspaper articles____Student newspaper ads
____Posters in library or on campus____Radio or TV announcement_____
Letters to deans, directors, faculty____Other____Specify_____
Evaluation of publicity. Which was the most effective? Least effective?
Comments:

INDEX

Administration of program	
Separate department	21, 22, 25
Unit within another dept.	4, 5, 7, 8, 11, 12, 16, 17, 24, 26, 27
Other	9, 13, 15, 20, 23
Audiovisual materials, use of	4, 5, 7, 8, 16, 19, 25, 27
Bibliographic Instruction programs	2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27
Computer assisted instruction	16
Course, formal	
Credit bearing	7, 8, 9, 16, 17, 20, 21, 22, 25, 26
Non credit bearing	4, 6, 9, 15, 16, 19
Course-integrated instruction	16, 19, 23, 27
Course-related instruction	2, 4, 5, 7, 8, 9, 11, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27
Evaluation methods	
Course tests	7, 8, 9, 15, 17, 20, 26
Pre-test/post-test	5, 7, 8, 16, 19, 23, 25
Student course evaluation forms	7, 8, 9, 19, 21
Student generated papers	7, 8, 9, 19, 20, 21, 22, 25, 26
Other	8, 16, 17, 25
Faculty programs, orientation/instruction	4, 5, 6, 7, 8, 10, 13, 22, 24
Freshman orientation programs	
Library	25
Other	4, 5, 6, 8, 12, 13, 15, 17, 19, 20, 21, 22, 23, 24, 26, 27
Individual appointments program, formal	5, 16, 17, 22, 23, 27
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